



School Staff Training Checklist

Project Goal:

- **Individual Grantees:** Provide asthma education and training to at least 10 school coaches or other staff members (administrators, teachers, office staff, maintenance staff, bus drivers, etc.)
- **Group Grantees:** Provide asthma education and training to at least 10 school coaches or other staff members per school nurse

Preparation:

- ☐ If presenting to coaches,
 - Review the “Winning with Asthma” program at <http://www.winningwithasthma.org>
 - Contact Matthew Herington or visit <http://dphhs.mt.gov/asthma> to obtain clipboard packets, pre- and post-tests, and the sample PowerPoint presentation
- ☐ If presenting to other school staff,
 - Contact Matthew Herington or visit <http://dphhs.mt.gov/asthma> to obtain copies of the “Creating Asthma Friendly Schools in Montana” resource guide, pre- and post-tests, and the sample PowerPoint presentation
- ☐ Schedule training time(s), in consultation with participants
- ☐ Modify the appropriate sample PowerPoint presentation to meet your own needs
- ☐ Conduct the training session(s)

Follow-Up:

- ☐ Administer the pre-test before each training session and the post-test after each training session

Report Results:

- ☐ Complete the outcomes report form and return it to Matthew Herington by December 15, 2010

For More Information:

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